



**RECORD OF DELEGATED DECISION (OFFICER)**

**CHANGE OF ESTABLISHMENT**

<b>1. Decision Reference No.</b>	<b>CEX455</b>
<b>2. Name/Title of Officer</b>	<b>Edd de Coverly Chief Executive</b>
<b>3. Email</b>	<a href="mailto:edecoverly@melton.gov.uk">edecoverly@melton.gov.uk</a>
<b>4. Title / Subject Matter:</b>	<b>Change of Establishment: Income Recovery Officer</b>
<b>5. Type of Decision:</b>	<b>Public</b>
<b>6. Key Decision?</b>	<b>No</b>
<b>7. Decision Taken:</b>  1. To approve the changes to the Revenues and Benefits Service and the Corporate Services (finance team) staffing establishment as set out at para 8 below, Specifically (i) Delete 0.54FTE Admin Support Central Services post (Band 5) within the Corporate Services team. (ii) To create an additional 0.5FTE Income Recovery officer (Band 6) to sit within the Revenues and Benefits team.	
<b>8. Reasons for Decision:</b>  <b><u>Background / Rationale</u></b>  Debt recovery is a key function for the council to ensure debts are recovered and paid promptly as failure to manage debts effectively can lead to write offs and loss of income.  The debt recovery process can be broadly split into 2 elements:  <ul style="list-style-type: none"><li>• The raising of debtor invoices – telling people what they owe</li><li>• The collection of debts – ensuring those invoices raised are paid</li></ul>	

Historically the first part of raising debts has been undertaken within the Finance team and then the collection / debt recovery side being done within the Revenues team as well as both teams sitting within different directorates.

Since the transfer of the Revenues services into the Corporate Services Directorate there has been an increased focus on debt recovery and ensuring the levels of historic debt are better managed. We have been seeing the benefits of having the whole debt cycle being within one directorate as the level of debts have been decreasing overall as a result of the improved processes and focus put in place.

The next step on this journey is to move the whole of the invoice raising and debt recovery process into one team which offers the chance for the process to be more efficient and also provides greater resilience.

In order to do this, it is proposed to incorporate the process of raising debts within the Income Recovery post and increase the capacity for this by adding an additional 18.5 hours into the team, 0.5 of a full time equivalent role. As a result, the existing Admin role currently undertaking this work in the Finance team will be deleted from the approved establishment. The aim is to allow for greater resilience and cover between the 2 roles for both key elements of the debt recovery cycle.

### **Costings**

The table below provides a summary of the financial impact which is cost neutral based on the reduction in hours to compensate for the increase in Band.

<b>Post</b>	<b>Action</b>	<b>Band</b>	<b>FTE</b>	<b>Hours</b>	<b>Budget</b>
Admin Support Cen Services	DELETE	5	0.54	20	£17,070
Income Recovery Officer	ADD	6	0.5	18.5	£16,575*

\*mid-point band 6

The existing role Admin Support Cen Services role is predominately focused on invoice raising but there are other elements of this role which are specific to the finance team. These duties will be reallocated to other roles within the finance team and accommodated within existing resources.

### **9. Authority / Legal Power:**

Chapter 2, Part 4, Section 12.3 (10) of the Constitution delegates power to the Chief Executive to determine all staffing matters, including determining matters relating to structure (additions, reductions and other changes to the establishment), and the appointment, dismissal, suspension or discipline of staff (except for Chief Officer restrictions contained within the Officer Employment Procedure Rules). For the avoidance of doubt this power includes secondments and temporary appointments of any staff. In each case there must be adequate budgetary provision or in each case the gross cost per decision shall not exceed £5,000 per annum when implemented and the total cost in any financial year shall not exceed the sum of £20,000.

**10. Background Papers attached?**

**No**

## 11. Alternative options available / rejected:

1. Keep the existing structure – whilst the current structure has been operating effectively it is envisaged that with the shift to manage the whole debt cycle in one team offers the chance for the process to be more efficient and also provides greater resilience.

## 12. Implications:

<b>Legal</b>	<p>The Chief Executive has delegated power to determine all staffing matters including changing the structure, appointment, dismissal, suspension or discipline of staff (except for Chief Officer restrictions contained within the Officer Employment Procedure Rules). For avoidance of doubt the power includes secondments and temporary appointments of any staff. In each case there must be adequate budgetary provision or in each case the gross cost per decision shall not exceed £5,000 per annum when implemented and the total cost in any financial year shall not exceed the sum of £20,000.</p> <p>The proposed decision is within the scope of that delegation.</p> <p>[Legal Approval - date 18 June 2024]</p>
<b>Finance</b>	<p>The budget for the Admin Support Gen Services post including on costs is £17,070.</p> <p>The cost of the new post ranges from £15,970 at the bottom of Band 6 to £17,180 at the top.</p> <p>Therefore, overall this proposal is cost neutral to the Council</p> <p>[Finance Approval – June 2024]</p>
<b>HR</b>	<p>The proposed new structure takes into consideration the current vacancies in the team therefore there are no persons at risk of redundancy as a result of the changes. New post will be recruited to in line with current policies and procedures. Changes to job descriptions will be done in consultation with current postholders but this is not considered a significant change to roles or responsibilities of the existing team.</p> <p>[HR and consultation Approval – 12 June 2024]</p>

13. **Signature of Decision Maker with authority to sign**

Email approval received  
**Edd de Coverly**  
**Chief Executive**

14. **Consultation with:**

Not applicable

15. **Date:**

19 June 2024